

PLANNING TEAM MANAGER

POSITION DESCRIPTION

Position Specific Requirements:

The Task Force Planning Team Manager is responsible for planning aspects of the Task Force during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all planning component activities
- Determining the planning component organizational and logistics needs
- Receiving briefings and situation reports and ensures that all planning personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment
- Performing additional tasks or duties as assigned

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Planning Team Manager in support of Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in the urban disaster environment.

Required Training:

The Planning Team Manager shall:

1. Complete all General Training requirements.
2. Complete ICS-300 in accordance with the NIMS Training Program
3. Complete FEMA National US&R Response System Planning Team Training course or equivalent

Recommended Training:

1. Complete FEMA National US&R Task Force Leaders Training course or equivalent
2. Complete the NWCG All-Hazards Planning Section Chief course or equivalent
3. Complete Wide Area Search course
4. Complete Situation Unit Leader course
5. Complete Resource Unit Leader course
6. Complete Documentation Unit Leader course
7. Complete and Demobilization Unit Leader course.
8. Complete ICS-400 in accordance with the NIMS Training Program